



This guide is not an application and is to be used to assist with the online application process that will be available through the Juneau Economic Development Council on Wednesday, November 25, 2020 with a [deadline of December 9, 2020 at 11:59 PM.](#)

The grant application requires information per the ordinance passed by the CBJ Assembly to determine eligibility and to calculate the grant amount. This worksheet is to help businesses organize the information needed, so the online application process is easier to complete.

After submission of an application a business should watch the email that they listed for their business, as businesses only have five (5) days to respond to queries about their application or it may be cancelled.

The City Borough of Juneau's Economic Stabilization Task Force recommended that the Assembly consider financial support through grants to businesses disproportionately impacted due to COVID-19.

COVID-19 caused severe economic harm to businesses in the City and Borough of Juneau because nearly all the forecasted cruise ship tourism was cancelled, residents hunkered down to avoid COVID-19 and continue to do so, and businesses lost significant revenue due to the resultant loss of business and due to mandated closures or severely limited operations.

The COVID-19 Extreme Hardship Business Grant Program was created by the City Borough of Juneau to support businesses that suffered severe loss of revenue due to COVID-19. Businesses that without continued support may close, and impact Juneau's economic and social service network.

[DEADLINE TO APPLY: December 9, 2020 by 11:59 PM](#)

Does my business qualify for the program?

The Extreme Hardship Business Sustainability Grant calculates need based on a 50 percent decrease in revenues of at least \$25,000 from Q3 2019 compared to Q3 2020 (Q3 is defined as July 1-September 30) and offers up to \$50,000 in grant money.

- If the business does not meet the 50 percent decrease the business will not qualify for the program.
- Fishermen with a permanent Juneau residence can apply for this grant, however the requirements for documentation that fishermen may be required to present may be different than those for other businesses.

- Marijuana businesses are not eligible for funding under this grant.

What documents will be needed to upload to fill out this application?

The grant application requires **a PDF or photo upload** of the following documents:

- Photo(s) of the front of a driver's license for each owner or legal representative
- IRS form 941 for Q4 2019 and Q1 2020, if applicable for the business
- A CBJ sales tax return for Q4 2019 and Q1 2020, if applicable for the business
- IRS Form 8829, if applicable for a home office
- Verification for November and December 2020 payroll
- Valid forms of verification include paystubs, cancelled checks, contracts, employee agreements, or similar documentation
- Lease/rent agreement, if applicable for the business
- Verification of lease/rent payment in the form of a cancelled check or a bank statement showing payment will be required as well
- Blank/voided check, in the name of the non-profit entity or business applying for this grant, from the account where funds will be deposited

Required Information for All Applicants

1. All grant applicants will be asked to provide the following information:
 - Name of the person completing the application
 - Applicant's phone number
 - Applicant's email
 - Name of the business, or non-profit, that will receive the grant
 - Business billing address
 - NAICS Code

2. Grant applicants will identify what type of business they own from the following list:
 - Limited Liability Company
 - Sole Proprietorship
 - C-Corporation
 - General Partnership
 - Non-Profit Corporation
 - Limited Liability Partnership
 - S-Corporation
 - Limited Partnership

3. Grant applicants list the names, emails, phone numbers, and upload a photo of a driver's license for all owners with 20 percent or more stake in the business AND anyone required to sign the grant agreement (legal representative).

In this section, there is also an optional question that asks the applicant to indicate the race or ethnicity of owners using the United States census categories. Those categories include:

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Hispanic*

NOTE FROM THE UNITED STATES CENSUS: The racial categories included in the census questionnaire generally reflect a social definition of race recognized in this country and not an attempt to define race biologically, anthropologically, or genetically. In addition, it is recognized that the categories of the race item include racial and national origin or sociocultural groups. People may choose to report more than one race to indicate their racial mixture, such as "American Indian" and "White." *People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

The final section for the required information is mostly optional, but insightful for Grant Administrators. The application will ask the business, or non-profit, for information regarding the number of employees and makeup for entities with Boards of Directors (private and non-profit) for November and December of 2019 and 2020.

Additional Grants and Loans

The application will require information regarding other grants and loans the business applied for to help establish that a grant from this program is still necessary to sustain business operations through December 30, 2020.

The application will ask for information for the following grants:

- AK CARES Grant from State
- Economic Injury Disaster Loan (EIDL) Grant Component
- Paycheck Protection Program (Forgivable Loan)
- CBJ Emergency Loan
- Any other grants the business applied for

Eligibility Verification

The application will ask how COVID-19 has adversely affected business. The applicant will have 200 characters to outline their experience.

Financial Hardship

Financial hardship is determined by documenting a least a fifty percent loss in either gross receipts, as reflected on line one of the CBJ sales tax filing, during Q3 2020 as compared with Q3 2019, or net taxable sales, as reflected on line four of the CBJ sales tax filing, during Q3 2020 as compared with Q3 2019, and the loss is at least \$25,000 from Q3 2019 to Q3 2020; per the city ordinance.

This section will require the following information:

- Gross sales/revenue for Q3 2019
 - Gross sales/revenue for Q3 2020
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Year-round Operations

This section will ask the business to provide the following documents as **PDF or photo uploads** as applicable to the business:

- IRS form 941 for Q4 2019
 - IRS form 941 for Q1 2020
 - CBJ sales tax return for Q4 2019
 - CBJ sales tax return for Q1 2020
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Expenses

The grant amount shall be determined by the following formula:

- Grant amount equals the difference in the applicant's Q3 2019 and Q3 2020 gross sales divided by the difference in all eligible applicants' Q3 2019 and Q3 2020 gross sales multiplied by the appropriation of \$2.3 million.
- Grants shall not exceed \$50,000 or your business' eligible expenses, as determined below

In order to estimate your demonstrated need for November and December, please provide actual amounts, when known, or estimated amounts, when necessary, for the expense categories listed below:

- Payroll Costs for November and December 2020
 - **Applicants must agree to spend at least 30% of the grant award on payroll.**
 - Insurance Costs for November and December 2020
 - Utility Costs for November and December 2020
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Additional Operating Costs

The final section of the application will ask the business about long-term debt and a rent/lease payment.

- Long-term Debt
 - For this application, long-term debt is defined as existing debt incurred on or before October 31, 2020, and that had, at the time of origination of the debt, a term of 12 months or more
 - Most debts that would be eligible for inclusion are collateralized debt (though there may be some exceptions). The origination date must be prior to October 31, 2020, and the document has a maturity date
 - Lease/rent
 - For this application, the applicant will be asked to provide a lease/rent agreement and verification of the lease/rent payments.
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When should the business expect to receive the award?

The Grant Administrators won't be able to estimate a business's award until all applications have been received. As per federal legislation, all CARES Act which includes the CBJ Extreme Hardship Grant, funding must be expended by Dec 30, 2020.

For any questions regarding the CBJ Extreme Hardship Grant application please email covid19@jedc.org or call (907) 523-2300. Please note that staff will be out of the office for the Thanksgiving Holiday and may not be available to reply to emails and phone calls until Monday, November 30.